

Iona McGregor Fire District Board of Fire Commissioners Meeting

January 20, 2010

6PM

Meeting called to order 6:03 p.m.

Pledge of Allegiance and Opening Prayer observed.

Roll Call: Chair dispensed with the roll call by stating that all were present with the exception of Vice Chairman Taylor who had an excused absence.

Approval of Minutes – December 16, 2009 and December 30, 2009

Motion (4567) to approve minutes of December 16th and December 30th made by Commissioner Brown, seconded Commissioner Dorsett ...carried.

Approval of Treasurer's Report – December, 2009

Motion (4568) to approve December Treasurer's report made by Commissioner Brown, seconded Commissioner Dorsett ...passed

Agenda Items Requiring Action

- 1) Budget Stabilization Fund
- 2) Vacation Policy
- 3) Surplus Items
- 4) Fixed Assets
- 5) Financial Policies
- 6) Bylaws for Board of Fire Commissioners
- 7) August 10, 2010 Meeting
- 8) Resolution to place assessment on the tax roll – added to agenda by Attorney Pringle

Adoption of Agenda

Motion (4569) to adopt amended agenda made by Commissioner Dorsett, seconded Commissioner Brown ...passed

Public Comment on Agenda Items – none.

Chief's Report –

A copy of the Chief's report was included in the monthly packet. Chief Elliott added Walmart's proposal for addressing their delivery truck concerns have been emailed to all Commissioners. Not on agenda and no action needed today. Attorney Pringle will be looking into this and item will be discussed at a later date. FASD conference on 28th and 29th. Estero's consolidation meeting is being held on 26th at 6:30 p.m. - Chief will be attending, let know if need ride. Sent SEA for 07/08 year, and it will be agenda item in February. Lauri did phenomenal job on project.

Division/Committee Reports –

DC Jorgensen gave thanks to Commissioners Lees and Dorsett for participating in the DACUM process. Opticom is running and one step away from finalizing grant and still in hunt for other grant, per Chief. Crew is very pleased with the way Opticom is working. Chief briefly discussed the narrative portion of grant. DC Jorgensen discussed the incident involving child with gunshot wound and debriefing that was held with our participation.

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Attorney Report – All comments relate to agenda items and will respond when item comes up.

Unfinished Business –

1) Budget Stabilization Fund

Resolution was prepared and proposed by Attorney Pringle that relates to the budget stabilization fund. It is abbreviated with understanding that the budget is adopted as a whole at a fund level, and internal changes and activity may occur within the budget. Generally, chief has authority to expend monies for District purposes. There was a request to create a new line item budget stabilization fund in reserve revenue category and no dollar value has been assigned. If dollar amount assigned, must be moved from another line item to complete this resolution. Chairman Lees questioned Attorney Pringle regarding specifics. Attorney Pringle produced another proposed resolution which contains formula for line item amount as an alternative and choice; however, he recommends the original proposed. Line item 271300-000-0 will be the new line item per FD Baker, and money will be taken from account 271200-000-0.

Motion (4570) to adopt resolution 2010-01, “**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT, LEE COUNTY, FLORIDA; TO CREATE AND INITIALLY FUND A NEW LINE ITEM IN THE 2009/2010 ADOPTED BUDGET; PROVIDING FOR SEVRABILITY; PROVIDING FOR AND EFFECTIVE DATE... SECTION 3... the Budget Stabilization Fund line item will be funded in the amount of \$1.00, said \$1.00 being transferred from the 271200-000-0 line item in the District’s reserves revenue category.**”, as read into the record by Attorney Pringle, made by Commissioner Dorsett, seconded by Commissioner Barbosa. During discussion, Section 3 was questioned by Commissioner Brown as to how this will stabilize the budget if it is merely moving monies from one line item to another. Attorney Pringle addressed this by explaining the operating element of budget and reserves. Brief explanation of reserves calculations and excess of 90 days was given by Chair.

Resolution passed with roll vote of:

Dorsett	-	aye
Lees,	-	aye
Barbosa	-	aye
Brown	-	aye
Taylor	-	excused

New Business

1) Vacation Policy

Chief Elliott explained the necessity for the change in this policy as it relates to the retirement calculation from FRS. He had spoken with labor attorney Morinelli, and first-in-first-out or last-in-first-out were the suggestions. **Motion** (4571) to approve the amended Vacation Policy 3.1 made by Commissioner Dorsett, seconded by Commissioner Brown... carried.

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2) Surplus Items

DC Klingerman presented the Commissioners with pictures along with a listing of surplus items which we would like to dispose of. Govdeals.com website is the suggestion of DC Klingerman for disposal of items. Attorney Pringle gave brief overview of surplus regulations and statutes. Commissioner Dorsett made a **motion** (4572) to declare the items presented as being surplus items, removed from the inventory seconded by Commissioner Brown... passed.

3) Fixed Assets

FD Baker mentioned that \$1,000 threshold was adopted several years ago, and there are many items that are being removed from fixed asset listing. Chairman Lees stated that this does not require a motion. DC Klingerman stated that the FireHouse inventory has all items including less than 1,000. This is informational only, no action needed as it is reclassification for auditing purpose only.

4) Financial Policies

Commissioner Dorsett mentioned that she and FD Baker have discussed putting financial policies in place, and wanted to bring to Boards attention that having policies in place would aid in stability in case of Board change. Chief stated that when he became chief, Terry Lewis offered to write policies for \$5,000 plus. FD Baker is able to create policies. Copies of Elected Officials Guide to Financial can be obtained for all Commissioners. Six months or so we will be looking at such policies. This dovetails with the accreditation program, per Chief. Discussion pertaining to financial policies occurred. FD Baker can order the book for any Commissioner that requests. Chair also stated possible electronic payment approval and other ideas will fall into new policies.

5) Bylaws for Board of Fire Commissioners

Commissioner Dorsett explained the bylaws that were adopted by Lehigh Acres Fire Commission as a guide. Chair stated that the first several pages are directly out of the Statutes. We would like to have stability. Commissioner Brown stated that she is not opposed to using other bylaws and editing them for our purpose. Attorney Pringle stated that he does not mind policies being adopted; however, bylaws are normally governing of corporations and not a government; prefers to call policies. Adopt at any time, group adopt, etc... He continued discussing policies, procedures regarding the operation of the Board of Commission. Periodic updates will be given, per Chair.

6) August 10, 2010 Meeting

Attorney Pringle has issue with meeting date of August 10th as he is scheduled to be in Glades County. If it is changed, it needs to be done in time to advertize the new date.

- 7) **Resolution to place assessments on the tax bill** – added per Attorney Pringle. The Board will be meeting with representatives of two different groups that assist agencies in getting assessments on the ballot. Once approved through election, it can be added to the

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tax bill, similar to the garbage bill. As a prerequisite to placing assessment we need a resolution stating that we May place an assessment. Must be noticed in paper four times. Resolution would need to be adopted in February and needs to be placed in the paper now for this to occur, per Pringle. Chair stated that the Board authorizes Attorney Pringle to spend District funds and begin the advertisement requirements.

DVP Report – none (DVP Simpson at fire rescue east, per DC Jorgensen)

Public Comment – non agenda items – none

Commissioner Comments – none

Chief asked that the Commission review the SEA in advance of the next meeting would be appreciated. Chair stated that it is a nice job

Adjournment – Motion to adjourn meeting made by Commissioner Brown and seconded by Commissioner Barbosa....passed.

Meeting adjourned at 7:07p.m.